United Nations

ST/SGB/2006/11

Secretariat

24 November 2006

Secretary-General's bulletin

Amendments to staff rules 105.3, 107.13, 107.19, 107.21, 107.23, 205.2, 207.15, 207.19, 207.20, 207.22 and 307.6

The Secretary-General, pursuant to staff regulation 12.2, hereby promulgates the text of the amendments to staff rules 105.3, 107.13, 107.19, 107.21, 107.23, 205.2, 207.15, 207.19, 207.20, 207.22 and 307.6, which are set out in the annex to the present bulletin. These amendments shall be provisional until the requirements of staff regulations 12.3 and 12.4 have been met.

The amendments promulgated by the present bulletin shall enter into force on 1 January 2007.

(*Signed*) Kofi A. **Annan**
Secretary-General

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Annex

Amendments to the Staff Rules

Rule 105.3
Home leave

...

(d) The country of home leave shall be the country of the staff member's nationality, subject to the following terms, conditions and exceptions:

...

(iii) The Secretary-General may authorize:

a. A country other than the country of nationality as the home country, for the purposes of this rule, in exceptional and compelling circumstances. A staff member requesting such authorization will be required to satisfy the Secretary-General that the staff member maintained normal residence in such other country for a prolonged period preceding his or her appointment, that the staff member continues to have close family and personal ties in that country and that the staff member's taking home leave there would not be inconsistent with the purposes and intent of staff regulation 5.3;

b. Home leave travel to a country other than the home country subject to conditions established by the Secretary-General. In such a case, the travel expenses borne by the United Nations shall not exceed the cost of travel to the home country.

...

Rule 107.13
Terminal expenses

(a) For all official travel to or from the duty station, a staff member is entitled to payment of terminal expenses, at rates and under conditions established by the Secretary-General. Terminal expenses shall be deemed to cover all expenditures for transportation and incidental charges between the airport or other point of arrival or departure and the hotel or other place of dwelling in respect of the staff member himself or herself and in respect of each family member authorized to travel at United Nations expense, except the costs provided for under rule 107.19 (iii).

(b) No terminal expenses shall be paid in respect of an intermediate stop that:

(i) Is not authorized;

(ii) Does not involve leaving the terminal; or

(iii) Is exclusively for the purpose of making an onward connection.

...

Rule 107.19
Miscellaneous travel expenses

Necessary additional expenses incurred by a staff member in connection with the transaction of official business or in the performance of authorized travel shall be reimbursed by the United Nations after completion of travel, provided that the necessity and nature of the expenses are satisfactorily explained and supported by proper receipts, which shall normally be required for any expenditures in excess of $20.00. Such expenses, for which advance authorization shall be obtained to the extent practicable, shall normally be limited to:

...

(ii) Telephone or other forms of communication required for official business;

...

(v) Text processing services or rental of equipment required for the preparation of official reports or correspondence;

...

Rule 107.21
Excess baggage and unaccompanied shipments

...

(b) Staff members travelling by air shall be entitled to reimbursement of the cost of excess baggage for themselves and their eligible family members for one bag in addition to their free baggage allowance or up to 25 kilograms per traveller.

...

(g) When the authorized travel is by air or by land, charges for unaccompanied shipment of personal effects or household goods relating to travel on home leave, family visit or education grant may be reimbursed up to a maximum of:

(i) 50 kilograms, or 0.31 cubic metres, by the most economical means, per person, except as provided in subparagraph (ii) below. At the request of the staff member, this entitlement may be converted to 10 additional kilograms of accompanied excess baggage per person;

(ii) 200 kilograms, or 1.24 cubic metres, by the most economical means, for travel on education grant in regard to the first outward journey to, and the final return journey from, an educational institution;

(iii) For the purposes of this rule, the shipment entitlements associated with incoming and outgoing journeys may be combined and exercised in whole or in part as one shipment provided the total is within the combined entitlement.

...

Rule 107.23
Travel advances

Staff members authorized to travel shall provide themselves with sufficient funds for all current expenses by securing an advance of funds if necessary. An advance of 100 per cent of travel subsistence allowance and terminal expenses payable under these Rules may be made on the basis of the estimate and certification from the appropriate certifying officer.

...

Rule 205.2
Home leave

...

(c) The country of home leave shall be the country of the project personnel's nationality, subject to the following terms, conditions and exceptions:

...

(iii) The Secretary-General may authorize:

a. A country other than the country of nationality as the home country, for the purposes of this rule, in exceptional and compelling circumstances. An individual requesting such authorization will be required to satisfy the Secretary-General that he or she maintained normal residence in such other country for a prolonged period preceding his or her appointment, that the individual continues to have close family and personal ties in that country and that his or her taking home leave there would not be inconsistent with the purposes and intent of staff regulation 5.3;

b. Home leave travel to a country other than the home country subject to conditions established by the Secretary-General. In such a case, the travel expenses borne by the United Nations shall not exceed the cost of travel to the home country.

...

Rule 207.15
Terminal expenses

(a) For all official travel to or from the duty station, project personnel are entitled to payment of terminal expenses, at rates and under conditions established by the Secretary-General. Terminal expenses shall be deemed to cover all expenditures for transportation and incidental charges between the airport or other point of arrival or departure and the hotel or other place of dwelling in respect of the project personnel himself or herself and in respect of each family member authorized to travel at United Nations expense, except the costs provided for under rule 207.19 (iii).

(b) No terminal expenses shall be paid in respect of an intermediate stop:

(i) Which is not authorized;

(ii) Which does not involve leaving the terminal; or

(iii) Which is exclusively for the purpose of making an onward connection.

...

Rule 207.19
Miscellaneous travel expenses

Necessary additional expenses incurred by project personnel in connection with the transaction of official business while in the performance of authorized travel shall be reimbursed by the United Nations after completion of travel, provided that the necessity and nature of the expenses are satisfactorily explained and supported by proper receipts, which shall normally be required for any expenditures in excess of $20.00. Such expenses, for which advance authorization shall be obtained to the extent practicable, shall normally be limited to:

...

(ii) Telephone or other forms of communication required for official business;

...

(v) Text processing services or rental of equipment required for the preparation of official reports or correspondence;

...

Rule 207.20
Excess baggage and unaccompanied shipments

...

(b) Project personnel travelling by air shall be entitled to reimbursement of the cost of excess baggage for themselves and their eligible family members for one bag in addition to their free baggage allowance or up to 25 kilograms per traveller.

...

(h) When the authorized travel is by air or by land, charges for unaccompanied shipment of personal effects or household goods relating to travel on home leave, family visit or education grant may be reimbursed up to a maximum of:

...

(i) 50 kilograms, or 0.31 cubic metres, by the most economical means, per person, in respect of each journey, except as provided in subparagraph (ii) below. At the request of the individual, this entitlement may be converted to 10 additional kilograms of accompanied excess baggage per person;

(ii) 200 kilograms, or 1.24 cubic metres, by the most economical means, for travel on education grant in regard to the first outward journey to, and the final return journey from, an educational institution;

(iii) For the purposes of this rule, the shipment entitlements associated with incoming and outgoing journeys may be combined and exercised in whole or in part as one shipment provided the total is within the combined entitlement.

...

Rule 207.22
Travel advances

Project personnel authorized to travel shall provide themselves with sufficient funds for all current expenses by securing an advance of funds if necessary. An advance of 100 per cent of travel subsistence allowance and terminal expenses payable under these Rules may be made on the basis of the estimate and certification from the appropriate certifying officer.

...

Rule 307.6
Excess baggage and unaccompanied shipments

...

(b) Staff members travelling by air shall be entitled to reimbursement of the cost of excess baggage for one bag in addition to their free baggage allowance or up to 25 kilograms per traveller.

Section 3
Under-Secretary-General for Legal Affairs, the Legal Counsel

3.1 The Under-Secretary-General for Legal Affairs, the Legal Counsel, is accountable to the Secretary-General.

3.2 The Legal Counsel is responsible for all the activities of the Office of Legal Affairs, as well as its administration; represents the Secretary-General at meetings and conferences of a legal nature; represents the Secretary-General in judicial and arbitral proceedings; certifies legal instruments issued on behalf of the United Nations; and convenes meetings of the legal advisers of the United Nations system and represents the United Nations at such meetings.

3.3 The Legal Counsel is assisted in the overall performance of his/her functions and responsibilities by Special Assistants. The Special Assistants are accountable to the Under-Secretary-General for Legal Affairs.

Section 4
Assistant Secretary-General for Legal Affairs

The Assistant Secretary-General for Legal Affairs serves as Deputy to the Under-Secretary-General and is accountable to the Legal Counsel.

Section 5
Office of the Legal Counsel

5.1 The Office of the Legal Counsel is headed by the Assistant Secretary-General for Legal Affairs.

5.2 The core functions of the Office of the Legal Counsel are as follows:

(a) Assisting the Legal Counsel in the overall direction and management of the Office of Legal Affairs and in the coordination of legal advice and services to the United Nations as a whole;

(b) Preparing legal opinions, studies and advice on the interpretation of the Charter and on the interpretation and drafting of rules of international public law, including international criminal and humanitarian law, United Nations resolutions and regulations and the Convention on the Privileges and Immunities of the United Nations, as well as preparing agreements and other legal instruments regulating relations of the United Nations with Member States, intergovernmental organizations, non-governmental organizations and other legal entities;

(c) Preparing legal arrangements for and providing advice on legal aspects of peacekeeping and other United Nations operations and activities;

(d) Preparing draft rules of procedure and advising United Nations organs and conferences on the conduct of business;

(e) Providing secretariat services to the Committee on Relations with the Host Country and dealing with questions arising out of the Headquarters Agreement with the United States of America and other host Governments;

(f) Maintaining liaison with the International Court of Justice and discharging the legal responsibilities of the Secretary-General under the Statute of the Court;

(g) Developing the legal framework for the establishment of judicial and non-judicial accountability mechanisms, assisting in their practical implementation and providing continuous legal advice for their duration;

(h) Advising on questions relating to the credentials of permanent representatives to the United Nations and representatives on United Nations organs, and providing secretariat services to the Credentials Committee;

(i) Preparing studies on relevant Articles of the Charter for the *Repertory of Practice of United Nations Organs*.

Section 6
General Legal Division

6.1 The General Legal Division is headed by a Director who is accountable to the Legal Counsel.

6.2 The core functions of the Division are as follows:

(a) Preparing legal opinions, studies and advice on the administrative law of the Organization, on international private law and on United Nations resolutions and regulations dealing with such matters;

(b) Providing legal advice to the United Nations voluntary programmes and funds in connection with operational activities in the economic and social fields, including [illegible] interpretation of their mandates, regulations and rules and the preparation and negotiation of standard instruments;

(c) Providing legal advice on procurement, the drafting and negotiation of contracts and other commercial matters, as well as claims and disputes involving operational activities of the Organization, its organs and voluntary programmes and funds;

(d) Providing legal advice on the legislative and operational arrangements governing the staffing, supply and provisioning of peacekeeping, observer and humanitarian missions, as well as claims arising therefrom;

(e) Providing legal advice on partnerships with the private sector, including modalities for such partnerships and preparation of appropriate legal instruments;

(f) Representing the Secretary-General before the United Nations Administrative Tribunal and other bodies in commercial and other disputes relating to matters upon which the Division provides advice;

(g) Preparing studies on relevant Articles of the Charter for the *Repertory of Practice of United Nations Organs*.

Section 7
Codification Division

7.1 The Codification Division is headed by a Director who is accountable to the Legal Counsel.

7.2 The core functions of the Division are as follows:

(a) Providing substantive secretariat services to the Sixth Committee of the General Assembly, the International Law Commission, the Special Committee on

the Charter of the United Nations and on the Strengthening of the Role of the Organization and other bodies of the United Nations, as well as diplomatic conferences, in the progressive development of international law and its codification;

(b) Conducting research and preparing analytical legal and policy papers and background studies on various topics of public international law that have been selected or are considered for codification or progressive development;

(c) Assisting in the preparation of drafts of international conventions and other forms of legal instruments on subjects of public international law and commentaries explaining various provisions of the legal instruments;

(d) Implementing the United Nations Programme of Assistance in the Teaching, Study, Dissemination and Wider Appreciation of International Law;

(e) Preparing the *United Nations Juridical Yearbook*, the *Reports of International Arbitral Awards*, the *United Nations Legislative Series*, the *Summaries of Judgments, Advisory Opinions and Orders of the International Court of Justice* and other publications on questions of international law, and maintaining an electronic information system on the work of the legal bodies involved in the progressive development of international law and its codification;

(f) Organizing seminars, fellowships, regional courses and other training programmes on questions of international law;

(g) Maintaining liaison with intergovernmental bodies and institutions involved in the progressive development of international law and its codification;

(h) Preparing studies on relevant articles of, and reviewing and coordinating studies for, the *Repertory of Practice of United Nations Organs*.

Section 8
Division for Ocean Affairs and the Law of the Sea

8.1 The Division for Ocean Affairs and the Law of the Sea is headed by a Director who is accountable to the Legal Counsel.

8.2 The core functions of the Division are as follows:

(a) Providing advice, studies, assistance, research and information on the application of the United Nations Convention on the Law of the Sea (the Convention) and related agreements, on oceans and the law of the sea issues of a general nature, and on specific developments relating to the research and legal regime for the oceans;

(b) Providing substantive servicing to the General Assembly, the Meeting of States Parties to the Convention, meetings of the States Parties to the United Nations Fish Stocks Agreement, the United Nations Open-ended Informal Consultative Process on Oceans and the Law of the Sea regarding ocean and law of the sea issues, as well as to such subsidiary bodies relating to the oceans as the Assembly may establish, such as the Ad Hoc Open-ended Informal Working Group to study issues relating to the conservation and sustainable use of marine biological diversity beyond areas of national jurisdiction;

(c) Monitoring and reviewing developments in ocean affairs and the law of the sea and reporting thereon to the General Assembly through comprehensive annual reports on oceans and the law of the sea and fisheries-related issues, and through special reports on specific topics of current interest;

(d) Providing substantive servicing, technical assistance and facilities to the Commission on the Limits of the Continental Shelf in its examination of submissions by coastal States relating to the delineation of the outer limits of their continental shelf;

(e) Discharging the responsibilities, other than depositary functions, of the Secretary-General under the Convention, in particular with respect to the deposit by States of charts and lists of geographical coordinates concerning maritime zones, including lines of delimitation and giving due publicity thereto, as required by the Convention, and developing and maintaining the appropriate Geographic Information System and other facilities for that purpose;

(f) Providing advice and support to the organizations of the United Nations system to ensure consistency with the Convention of the instruments and programmes in their respective areas of competence;

(g) Maintaining close liaison with the institutions established under the Convention and in the case of the International Tribunal for the Law of the Sea, also providing administrative support;

(h) Providing capacity-building assistance to developing countries in the field of the law of the sea and ocean affairs, through training, fellowships, technical assistance and trust funds for financial support;

(i) Discharging, as appropriate, responsibilities related to inter-agency coordination for issues relating to oceans and seas within the United Nations system;

(j) Conducting research and preparing substantive publications on the provisions of the Convention and on diverse issues relating to ocean affairs and the law of the sea;

(k) Maintaining a comprehensive information system, a website and a research library containing materials on ocean affairs and the law of the sea;

(l) Managing the voluntary trust funds established by the General Assembly whose terms of reference require the Division to undertake such activity;

(m) Preparing studies on relevant Articles of the Charter for the *Repertory of Practice of United Nations Organs*.

Section 9
International Trade Law Division

9.1 The International Trade Law Division is headed by a Director who is accountable to the Legal Counsel.

9.2 The core functions of the Division are as follows:

(a) Providing substantive secretariat services to the United Nations Commission on International Trade Law (UNCITRAL), its intergovernmental subsidiary bodies and other bodies of the United Nations, as well as diplomatic

conferences in matters relating to the progressive harmonization and modernization of international trade law;

(b) Preparing drafts of international conventions and model laws, including commentaries thereon, as well as legislative guides and other legal standards on aspects of international trade law that have been selected or are being considered for progressive harmonization and modernization;

(c) Conducting research and preparing studies and policy papers on aspects of international trade law to assist the Commission in the implementation of its mandate;

(d) Preparing the UNCITRAL Yearbook and collecting and disseminating information on legal developments in the field of international trade law, including case law, and interpreting texts prepared by the Commission;

(e) Developing and implementing a technical assistance programme to promote the work of the Commission and the use and adoption of the legislative and non-legislative texts it has developed to further the progressive harmonization and modernization of private law;

(f) Assisting the Commission, in accordance with its mandate, to coordinate the work of other bodies of the United Nations and international organizations in the field of international trade law;

(g) Maintaining close cooperation with other international bodies and organizations, including regional organizations, active in the field of international trade law in order to assist the Commission in performing its coordination functions as the core legal body within the United Nations system in the field of international trade law;

(h) Preparing studies on relevant Articles of the Charter for the *Repertory of Practice of United Nations Organs*.

Section 10
Treaty Section

10.1 The Treaty Section is headed by a Chief who is accountable to the Legal Counsel.

10.2 The core functions of the Section are as follows:

(a) Discharging the Secretary-General's functions with regard to multilateral treaties deposited with him, including preparing legal advice and studies and providing assistance regarding treaty law and practice, in particular, the depositary practice, and interacting, as appropriate, with relevant Member States, regional commissions, specialized agencies, other United Nations offices and treaty bodies;

(b) Assisting in the drafting of and commenting on final clauses of treaties concluded under the auspices of the United Nations and other treaties to be deposited with the Secretary-General;

(c) Preparing the originals of treaties deposited with the Secretary-General and the certified true copies thereof;

(d) Analysing, registering, filing, recording and publishing treaties and other international agreements in the United Nations *Treaty Series* pursuant to Article 102

of the Charter and the General Assembly regulations which give effect to Article 102;

(e) Organizing seminars and other training programmes at Headquarters and in the regions on general aspects of treaty law and practice;

(f) Preparing and updating various publications, including *Multilateral Treaties Deposited with the Secretary-General, Statement of Treaties and International Agreements, Summary of Practice of the Secretary-General as Depositary of Multilateral Treaties*, the *Treaty Handbook*, the *Handbook of Final Clauses* and other publications;

(g) Maintaining and updating the United Nations Treaty Collection on the Internet;

(h) Preparing studies on relevant Articles of the Charter for the *Repertory Practice of United Nations Organs*.

Section 11
Executive Office

11.1 The Executive Office is headed by an Executive Officer who is accountable to the Legal Counsel.

11.2 The core functions of the Office are set out in section 7 of Secretary-General's bulletin ST/SGB/1997/5.

Section 12
Final provisions

12.1 The present bulletin shall enter into force on 1 December 2006.

12.2 Secretary-General's bulletin ST/SGB/1997/8, entitled "Organization of the Office of Legal Affairs", is hereby abolished.

(*Signed*) Kofi A. **Annan**
Secretary-General

United Nations ST/SGB/2006/13

Secretariat

1 December 2006

Secretary-General's bulletin

Organization of the secretariat of the United Nations Environment Programme

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations" (as amended by Secretary-General's bulletin ST/SGB/2002/11), and for the purpose of establishing the organizational structure of the secretariat of the United Nations Environment Programme, promulgates the following:

Section 1
General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletins ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations" (as amended by Secretary-General's bulletin ST/SGB/2002/11), and ST/SGB/2000/13, entitled "Organization of the United Nations Office at Nairobi".

Section 2
Functions and organization

2.1 The secretariat of the United Nations Environment Programme (UNEP):[1]

(a) Provides substantive support to the Governing Council of UNEP;

(b) Coordinates, under the guidance of the Governing Council, environmental programmes within the United Nations system, keeps their implementation under review and assesses their effectiveness;

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[1] The functions and organization of the United Nations Environment Programme were defined by the General Assembly in its resolution 2997 (XXVII) of 15 December 1972. The areas of concentration of UNEP were reinforced in 1992 by the Assembly in its endorsement of Agenda 21, chapter 38, paragraphs 21-23 (resolution 47/190).

The UNEP Governing Council at its nineteenth session, in February 1997, adopted in decision 19/1 the Nairobi Declaration, which redefined the role of UNEP as follows:

> "The role of the United Nations Environment Programme is to be the leading global environmental authority that sets the global environmental agenda, that promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and that serves as an authoritative advocate for the global environment".

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(c) Advises, as appropriate and under the guidance of the Governing Council, intergovernmental bodies of the United Nations system on the formulation and implementation of environmental programmes;

(d) Secures the effective cooperation of, and contributions from, the relevant scientific and other professional communities in all parts of the world;

(e) Provides, at the request of all parties concerned, advisory services for the promotion of international cooperation in the field of the environment;

(f) Submits to the Governing Council proposals embodying medium-range and long-range planning for the United Nations programmes in the field of the environment;

(g) Brings to the attention of the Governing Council any matter which it deems to require consideration by it;

(h) Administers, under the authority and policy guidance of the Governing Council, the Environment Fund;

(i) Reports on environmental matters to the Governing Council;

(j) Performs such other functions as may be entrusted to it by the Governing Council.

2.2 The secretariat of UNEP is divided into organizational units, as described in the present bulletin.

2.3 The secretariat is headed by the Executive Director, who is at the Under-Secretary-General level. The Executive Director and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5 (as amended by Secretary-General's bulletin ST/SGB/2002/11).

Section 3
Executive Director

3.1 The Executive Director is accountable to the Secretary-General and is elected by the General Assembly on the nomination of the Secretary-General.

3.2 The Executive Director is responsible for all the activities of the secretariat, as well as its administration. The Executive Director:

(a) Provides the environmental policy leadership within the world community;

(b) Provides management oversight and leadership to UNEP in its implementation of activities to protect the world's environment, including direct oversight of the major elements of the Environment Programme;

(c) Identifies emerging environmental issues of global significance and catalyses action to address them by Governments and intergovernmental bodies, scientific institutions, the private sector and community groups, thus promoting global environmental cooperation;

(d) Promotes partnerships with other United Nations bodies to ensure effective coordination of environmental activities in the United Nations system and avoid overlaps and duplication of effort and resources;

(e) Administers, under the authority of the Governing Council, the Environment Fund and reports on environmental matters to the Governing Council;

(f) Participates in the Administrative Committee on Coordination, ensuring a visible and authoritative voice on environmental issues;

(g) Exercises authority conferred by conferences of parties to conventions of which UNEP is host to their secretariats, thus facilitating the operation of those environmental conventions and promoting synergies among them.

Section 4
Office of the Executive Director

4.1 The Office of the Executive Director is headed by a Chief, who is accountable to the Executive Director.

4.2 The core functions of the Office are as follows:

(a) Providing executive and support services to the Executive Director and the Deputy Executive Director as well as to the Management Board of UNEP;

(b) Facilitating the relationships between the Executive Director and the senior management of UNEP. Formally, this is achieved by acting as the secretariat to the Management Board and the Senior Management Group. Informally, the Office of the Executive Director, inter alia, convenes meetings with and on behalf of the Executive Director, solves problems and ensures effective internal communication;

(c) Ensuring the effective functioning of support services, particularly correspondence and briefing processes for the Executive Director;

(d) Overseeing relations with the host Government;

(e) Liaising with the United Nations Office at Nairobi and with the United Nations Secretariat on matters of mutual interest;

(f) Ensuring timely and effective relations between the Executive Director and Governments, delegations, non-governmental organizations, the press and the public;

(g) Carrying out special assignments which are not the responsibilities of other officials, as requested by the Executive Director.

Section 5
Deputy Executive Director

5.1 The Executive Director, in the performance of his or her functions, is assisted by the Deputy Executive Director. The Deputy Executive Director, who is appointed by the Secretary-General at the Assistant Secretary-General level, is accountable to the Executive Director.

5.2 The Deputy Executive Director:

(a) Manages the Environment Programme, supervising all divisions and regional offices;

(b) Is directly responsible for the mechanisms for programme coordination and monitoring;

(c) Advises the Executive Director on substantive matters;

(d) Assists the Executive Director in strategic planning and the development of management tools and instruments to enhance the performance of the United Nations Environment Programme in its overall mission;

(e) Plays an active role in developing and facilitating consultations with Governments, including through permanent missions accredited to UNEP in Nairobi, leading to better understanding of Governments' expectations and environmental needs, and keeps Governments informed of ongoing UNEP activities and plans;

(f) Assures the responsibility of the United Nations Environment Programme as implementing agency of the Global Environment Facility (GEF);

(g) Carries out special tasks that may be assigned by the Executive Director and assumes overall responsibility for the functioning of UNEP when the Executive Director is unavailable.

Section 6
Secretariat for Governing Bodies

6.1 The Secretariat for Governing Bodies is headed by a Chief, who is accountable to the Executive Director.

6.2 The core functions of the Secretariat for Governing Bodies are as follows:

(a) Providing secretariat support to the Governing Council and its subsidiary bodies, namely the High-level Committee of Ministers and Officials and the Committee of Permanent Representatives;

(b) Providing documentation and facilitating the participation of Governments in the sessions of the Governing Council and the meetings of its subsidiary bodies.

Section 7
Communications and Public Information Branch

7.1 The Communications and Public Information Branch is headed by a Chief, who is also the Spokesperson of UNEP. The Chief/Spokesperson is accountable to the Executive Director.

7.2 The core function of the Spokesperson is to provide statements of the official position of the United Nations Environment Programme on major environmental problems and newsworthy events on behalf of the Executive Director.

7.3 The core functions of the Branch are as follows:

(a) Reflecting and presenting the UNEP image by disseminating targeted information on the environmental agenda and initiatives and helping to mobilize international responses to major emerging environmental issues;

(b) Harmonizing the UNEP image on the World Wide Web and facilitating access and delivery of information on UNEP and the environment to Internet users and other selected clients and partners;

(c) Promoting UNEP and UNEP products on the Internet, including marketing and sales of selected UNEP products;

(d) Organizing specific activities and events and facilitating cooperation with and among selected sectors of society and actors involved in the implementation of the international environmental agenda;

(e) Disseminating printed and audio-visual information on environmental issues and UNEP activities;

(f) Disseminating information and communication services through the Library and Documentation Centre;

(g) Maintaining a UNEP-wide public query-response service.

Section 8
Evaluation and Oversight Unit

8.1 The Evaluation and Oversight Unit is headed by a Chief, who is accountable to the Executive Director.

8.2 The core functions of the Unit are as follows:

(a) Organizing and implementing programme and project evaluations and following up on the implementation of the related recommendations;

(b) Functioning as focal point for the Joint Inspection Unit;

(c) Contributing to policy formulation using evaluation results.

Section 9
Global Environment Facility Coordination Office

9.1 The GEF Coordination Office is headed by an Executive Coordinator, who is accountable to the Executive Director through the Deputy Executive Director.

9.2 The core functions of the GEF Coordination Office are as follows:

(a) Formulating, reviewing and coordinating proposals for the UNEP in-house policy and strategy towards GEF operations and management;

(b) Preparing the UNEP/GEF Business Plan;

(c) Coordinating with and providing guidance to substantive entities in UNEP and other project proposers on project eligibility, quality and cost-effectiveness, programme priorities and project management;

(d) Overseeing the administration of GEF activities in the United Nations Environment Programme programme;

(e) Acting as the GEF focal point of the United Nations Environment Programme and coordinating UNEP inputs to the GEF secretariat, the other implementing agencies, Governments, international organizations, non-governmental organizations and scientific institutions on all GEF-related policy and programme issues, including through liaison services in Washington;

(f) Providing the Scientific and Technical Advisory Panel secretariat and acting as the liaison between the Facility and the Panel.

Section 10
Programme Coordination and Management Unit

10.1 The Programme Coordination and Management Unit is headed by a Chief, who is accountable to the Executive Director through the Deputy Executive Director.

10.2 The core functions of the Unit are as follows:

(a) Setting and implementing UNEP policies and procedures on organizational, programmatic and technology-related matters and supporting the management of the UNEP programme;

(b) Coordinating the planning process, including the preparation of medium-term plans and biennial programmes;

(c) Coordinating the in-house process of preparation of project proposals for the United Nations Foundation;

(d) Developing methodologies, guidelines and procedures for project design, formulation and approval; providing guidance to managers on project design and formulation; and functioning as Secretary of the Project Approval Group;

(e) Monitoring the implementation of the UNEP biennial programme and reporting thereon.

Section 11
The Environment Programme

The Environment Programme is organized into six divisions, as follows:

(a) Division of Environmental Assessment and Early Warning;

(b) Division of Environmental Policy Development and Law;

(c) Division of Environmental Policy Implementation;

(d) Division of Technology, Industry and Economics;

(e) Division of Regional Cooperation and Representation;

(f) Division of Environmental Conventions.

Section 12
Division of Environmental Assessment and Early Warning

12.1 The Division of Environmental Assessment and Early Warning is headed by a Director, who is accountable to the Executive Director through the Deputy Executive Director.

12.2 The core functions of the Division are as follows:

(a) Analysing the state of the global environment and assessing global and regional environmental conditions and trends, their causes and policy responses based on the best scientific and technical capabilities available;

(b) Producing and facilitating integrated global and sectoral environmental assessments in support of policy setting, decision-making and action planning at the global, regional and national levels;

(c) Supporting a decentralized network of integrated data centres for the development, analysis and integration of harmonized data sets and indicators and the generation of a range of value-added products and services;

(d) Providing relevant and up-to-date information and early warning on regional and global emerging issues and potential environmental threats as a basis for formulating potential strategic and collaborative responses in a timely manner;

(e) Developing institutional capacities and a cooperative networking infrastructure for improved environmental data and information management in support of global and regional assessments and reporting;

(f) Facilitating access to and carrying out dissemination of environmental data and information to support policy and advisory services in key environmental and sustainable development areas.

Section 13
Division of Environmental Policy Development and Law

13.1 The Division of Environmental Policy Development and Law is headed by a Director, who is accountable to the Executive Director through the Deputy Executive Director.

13.2 The core functions of the Division are as follows:

(a) Promoting the development of policies and strategies at the global, regional and national levels which respond effectively to existing or emerging environmental issues, within the context of sustainable development;

(b) Strengthening partnerships and involving major groups (particularly the scientific community, civil society and non-governmental organizations) in policy development and advocacy to improve environmental management and to promote sustainable development, and supporting the Division of Technology, Industry and Economics in doing the same with the private sector;

(c) Developing and articulating UNEP policy positions and responses on major environmental and sustainable development issues and events;

(d) Assisting Governments in the development of coherent and effective legal regimes at the global, regional and national levels which address major environmental issues in the context of sustainable development;

(e) Strengthening the capacity of Governments to analyse, develop and implement global, regional and national policies and policy instruments;

(f) Assisting Governments in evaluating the adequacy and effectiveness at the national level of global, regional and national policy instruments;

(g) Supporting other divisions by providing policy guidance and assisting in promoting the relevant legal and institutional frameworks for improved integration of environment and development policies and broader compliance with environmental requirements;

(h) Promoting United Nations system-wide cooperation and coordination in the coherent development and implementation of the environmental policy aspects of sustainable development;

(i) Building donor confidence in the relevance of the UNEP work programme and in its ability to deliver; and extending fund-raising for UNEP-driven projects to the private and corporate sectors.

Section 14
Division of Environmental Policy Implementation

14.1 The Division of Environmental Policy Implementation is headed by a Director, who is accountable to the Executive Director through the Deputy Executive Director.

14.2 The core functions of the Division are as follows:

(a) Providing support and coordinating education, training and other capacity-building activities within UNEP to assist Governments in implementing environmental policies, and providing complementary services when necessary;

(b) Developing and implementing, with partners and other relevant divisions within UNEP, pilot activities with potential demonstrative value in terms of a particular environmental policy or policy implementation strategy;

(c) Supporting, and generally coordinating, technical cooperation activities within UNEP;

(d) Supporting and coordinating the implementation of designated action programmes, plans and projects;

(e) Strengthening mechanisms and networks, both within and outside the United Nations system, for mobilizing and coordinating responses to environmental emergencies;

(f) Assisting subregions and countries in developing emergency response capacity and in responding to specific emergencies.

Section 15
Division of Technology, Industry and Economics

15.1 The Division of Technology, Industry and Economics is headed by a Director, who is accountable to the Executive Director through the Deputy Executive Director.

15.2 The core functions of the Division are as follows:

(a) Improving awareness and integration of environmental considerations into the decision-making process of Governments, business, industry sectors and financial institutions;

(b) Encouraging Governments and the private sector to develop and adopt policies, strategies and cleaner and safer technologies for the efficient use of natural resources and the reduction of pollution and risks to human health and the environment;

(c) Raising awareness and understanding of international organizations, Governments, the private sector and non-governmental organizations on sustainable consumption patterns;

(d) Promoting the adoption, transfer and use of environmentally sound technologies for energy, freshwater and urban management, and for supporting the implementation of environmental conventions;

(e) Developing and promoting the implementation of policies and strategies for the environmentally sound management of chemicals, including legally binding instruments on prior informed consent (PIC) and persistent organic pollutants (POPs);

(f) Enhancing understanding of the complementarity between trade and environment policies and the development and application of policies for the integration of environmental considerations in trade policies and agreements with due cognizance of the development priorities of countries;

(g) Enhancing the understanding of the environmental impacts of trade liberalization and developing methodologies for the environmental reviews of trade policies and agreements;

(h) Further promoting the development and application of tools such as valuation of natural resources, natural resource accounting and environmental impact assessment for the integration of environment in development and decision-making;

(i) Developing and improving the information exchange systems as well as the education and capacity-building programmes to support all the above.

Section 16
Division of Regional Cooperation and Representation

16.1 The Division of Regional Cooperation and Representation is headed by a Director, who is accountable to the Executive Director through the Deputy Executive Director.

16.2 The Division consists of a Coordinating Office at UNEP headquarters and six regional offices in Nairobi (at UNEP headquarters), Bangkok, Geneva, Mexico City, New York and Bahrain, respectively.

16.3 The core functions of the Division are as follows:

(a) Undertaking relevant information- and data-gathering and, based on that, bringing regional perspectives to the development of UNEP policies and programmes;

(b) Presenting UNEP global policies in the region and enlisting support for them at all levels;

(c) Implementing and complementing relevant parts of UNEP global programmes by initiating, coordinating and catalysing regional and subregional cooperation and action in response to environmental problems and emergencies;

(d) Assisting in the development of policies and programmes on global and regional environmental issues between and within Governments in the region;

(e) Providing advisory services to help Governments translate global commitments into national action for the protection and enhancement of the environment (except the New York Office);

(f) Raising public awareness of environmental problems and creating a consistent approach to environmental action;

(g) Promoting cooperation between UNEP and non-governmental organizations, and the private sector;

(h) Broadening the constituency of UNEP.

Section 17
Division of Environmental Conventions

17.1 The Division of Environmental Conventions is headed by a Director, who is accountable to the Executive Director through the Deputy Executive Director.

17.2 The Division consists of a central office at UNEP headquarters, the Information Unit for Conventions in Geneva and six regional coordinating units for regional seas conventions and action plans in Nairobi (at UNEP headquarters), Athens, Kingston, Bangkok, Seychelles and Abidjan.

17.3 The core functions of the Division are as follows:

(a) Developing coherent programmatic interlinkages among international conventions and processes and prevention of the fragmentation of international environmental policymaking;

(b) Providing advice and support to the Division of Environmental Policy Development and Law on the development of new conventions, protocols and agreements with a view to striving for coherence, consistency and complementarity;

(c) Reinforcing the implementation of the work programmes of conventions and related international processes, particularly in those areas and issues where strong interlinkages exist with the UNEP programme of work;

(d) Reinforcing the implementation of the work programmes of conventions and related international processes by promoting support from United Nations and other international organizations, non-governmental organizations and civil society;

(e) Increasing the efficiency and effectiveness of UNEP participation and activities at the meetings of conventions and related international agreements;

(f) Enhancing the implementation of decisions of the conferences of parties in which UNEP is expected to follow up, particularly those funded by GEF;

(g) Strengthening the scientific and technical basis for actions in response to climate change and variability, particularly through support to the Intergovernmental Panel on Climate Change;

(h) Supporting information dissemination on the status and implementation of global conventions;

(i) Supporting the work of the Intergovernmental Forum on Forests.

Section 18
Convention and other secretariats

18.1 UNEP has been designated by the conferences of parties of a number of international environmental conventions to provide secretariat functions to those conventions. This host relationship established with UNEP by Governments has included provision by UNEP of cost-effective administrative and financial support for each secretariat to carry out its responsibilities fully. The location, functions and organizational structure of each secretariat are specified in the relevant convention or determined by decisions of the conferences of parties.

18.2 While the convention secretariats are accountable to their respective conference of the parties for programme delivery, the chief executive officers of those conventions administered by UNEP (variously denominated as Executive Secretary, Secretary-General, Chief Officer or Coordinator) are accountable to the Executive Director. They operate with sufficient autonomy to discharge the functions that the various independent intergovernmental conferences of parties to the conventions have reposed in the Executive Director.

18.3 UNEP provides the secretariat functions for the following global environmental conventions:

- Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and Their Disposal, with its secretariat in Geneva;
- Convention on Biological Diversity, with its secretariat in Montreal;
- Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), with its secretariat in Geneva;
- Convention on the Conservation of Migratory Species of Wild Animals (CMS), with its secretariat in Bonn;
- Ozone Secretariat for the Vienna Convention for the Protection of the Ozone Layer and the Montreal Protocol for Substances that Deplete the Ozone Layer, co-located in Nairobi;
- Interim Secretariat for the Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade, jointly with the Food and Agriculture Organization of the United Nations (FAO), and co-located in Geneva and Rome.

18.4 The secretariat for the Multilateral Fund for the Implementation of the Montreal Protocol, which is administratively linked to UNEP and located in Montreal, is headed by the Chief Officer, who reports directly to the Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol. The Fund secretariat assists the Executive Committee in the discharge of its functions in accordance with the role and responsibilities established by the Executive Committee.

18.5 UNEP provides the secretariat for the Global Programme of Action for the Protection of the Marine Environment from Land-based Activities, with a Coordination Office in The Hague, whose head is accountable to the Director, Division of Environmental Policy Implementation.

18.6 UNEP has been given responsibility for secretariat functions under some regional seas conventions and action plans, usually with a regional coordinating unit established in the region, headed by a Coordinator who is accountable to the Director, Division of Environmental Conventions. The functions and organizational structure of each secretariat are determined by the conferences of the parties or other intergovernmental meetings and funded largely by regional trust funds and/or by UNEP.

18.7 Regional conventions and action plans for which UNEP provides the secretariat include the following:

- Convention for the Protection, Management and Development of the Marine and Coastal Environment of the Eastern African Region, with its Regional Coordination Unit in Seychelles;
- Convention for the Protection of the Mediterranean Sea against Pollution (Barcelona Convention), with its Mediterranean Regional Coordination Unit in Athens;
- Convention for the Protection and Development of the Marine and Coastal Environment of the West and Central African Region, with its secretariat to be established in Abidjan;
- Convention for the Protection and Development of the Marine Environment of the Wider Caribbean Region, with its Caribbean Regional Coordinating Unit in Kingston;
- Action Plan for the Protection and Development of the Marine Environment and Coastal Areas of the East Asian Seas Region, with its Regional Coordinating Unit in Bangkok;
- Action Plan for the Protection, Management and Development of the Marine and Coastal Environment of the North-west Pacific Region;
- Lusaka Agreement on Cooperative Enforcement Operations Directed at Illegal Trade in Wild Fauna and Flora (on interim basis).

Section 19
Final provisions

19.1 The present bulletin shall enter into force on 1 December 2006.

19.2 Secretary-General's bulletin ST/SGB/1999/21 of 23 December 1999, entitled "Organization of the secretariat of the United Nations Environment Programme", is hereby abolished.

(*Signed*) Kofi A. **Annan**
Secretary-General

United Nations ST/SGB/2006/14

Secretariat

8 December 2006

Secretary-General's Bulletin

Amendment to Secretary-General's bulletin ST/SGB/2005/16 on new mechanisms to strengthen the executive management of the United Nations Secretariat

The Secretary-General, for the purpose of amending the terms of reference of the Management Committee set out in section 2 of Secretary-General's bulletin ST/SGB/2005/16 on new mechanisms to strengthen the executive management of the United Nations Secretariat, promulgates the following:

Section 2.1 of Secretary-General's bulletin ST/SGB/2005/16 is replaced by the following text:

"2.1 The Management Committee shall:

(a) Consider internal reform and management-related issues requiring strategic direction from the Secretary-General;

(b) Ensure that findings and recommendations of the Board of Auditors, the Joint Inspection Unit and the Office of Internal Oversight Services are effectively fed into the executive management processes, and that accepted recommendations are followed up and implemented in a timely manner."

Secretary-General's bulletin ST/SGB/2005/18, entitled "Oversight Committee", is hereby abolished.

The present amendment shall enter into force on 15 December 2006.

(*Signed*) Kofi A. **Annan**
Secretary-General

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